# Office of Security Review

# Security Review Overview

***Office of Security Review***
***Executive Services Directorate***
***Washington Headquarters***
***Services Department of Defense***

# Security Review Program

## History

- **DoD Security Review Program** – Established as the Directorate for Security Review (DSR) in 1949 – The DoD Office of Security Review has served continuously in OASD(PA), DA&M and WHS since that time to the present (1949 - 2013) processing Security Review requests for DoD.

- **DoD SR Program** – Governing directive for policy (DoD Directive 5230.09 (August 22, 2008)) and instruction for implementation (DoD Instruction 5230.29 (January 8, 2009)) based upon guidance in DoD Instruction 5200.01 and DoD Manual 5200.01 (Volumes 1-4).

- **Office of Security Review** – Responsible for the security/policy review and clearance of official DoD information proposed for official public release by the Department of Defense and its employees (military, civilian, reserve/guard and retirees) and DoD contractor information upon request to meet ITAR requirements (in lieu of licensing).

- **DoD Office of Security Review** – OSR established as the final clearance authority for the Secretary of Defense for all official DoD documents intended for official public release per DoD guidance.

# Security Review Program

## Overview

- **Key Concepts** (DoD Directive 5230.09 & DoD Instruction 5230.29)
  - Timely Clearance of DoD Information at lowest level
  - Academic Freedom within DoD Schools
  - Protect DoD & USG National Security Information

- **OSR** – Areas of Support within DoD (OSD, JS, Agencies & Services)
  - SR & ITAR Cases (DoD employees & DoD/non-DoD contractors)
  - Congressional Cases (statements, transcripts, budgets & QFRs)
  - FRUS & Policy Cases (serving OSD/JS & Department of State)
  - GAO Reports (via DoD/IG) – OPSEC & BRAC Information
  - ISCAP Appeal Cases (ISCAP/ISOO)

- **Public Release Clearance** (Implement DoD Public Release Policy)

- **SR Appeal Process** (Appellate Review of Denied or Revised Documents)

- **Clearance Applications** (Presentation/Publication/Posting on the Internet or Command Websites)

- **OSR Website: http://www.dtic.mil/whs/esd/osr/index.htm**

# Security Review Program

- DoD Directive 5230.09 (August 22, 2008) "Clearance of DoD Information for Public Release"
- DoD Instruction 5230.29 (January 8, 2009) "Security and Policy Review"
  - Responsible for the security/policy review and clearance of official DoD information proposed for official public release by DoD employees.
  - Final clearance authority for the Department of Defense for documents intended for public release.
  - Appeal rights are granted to submitter for any information denied for public release.

# Security Review Program

- Key concepts (DoD Directive 5230.09 (Aug 22, 2008))
  - Purpose of a security/policy review
  - Clearance of information at the lowest level
  - Academic freedom within DoD schools (only exception is for documents being published or used for open reference in a DoD school library)
- Timeframes (DoD Instruction 5230.29 (Jan 8, 2009))
  - Speeches and abstracts (10-15 workdays)
  - Technical papers/briefings (15-20 workdays)
  - Manuscripts and theses (30-45 workdays)
  - Reports and policy papers (30-60 workdays)
  - Congressional documents (1-5 workdays)

# How Do You Make a Request?

- For Security Reviews use DoDI 5230.29
  - Use DD Form 1910 “Clearance Request for Public Release of Department of Defense Information” (See OSR website)
- For Congressional Requests use DoDI 5400.04
  - Use DD Form 1790 “Prepared Testimony Review” (See OSR website)
  - Use DD Form 1587 “Record of Congressional Transcript Review” (See OSR website)
- Private Sector requests require a formal signed letter on official letterhead but DoD requesters should use forms in lieu of a letter or memo

# Security Review Program
## Expediting the Process

- Express Mail is an option:
  - Confirm your carrier can deliver inside the Pentagon to the OSD Mail Room at 3C843 or directly to OSR at 2A534

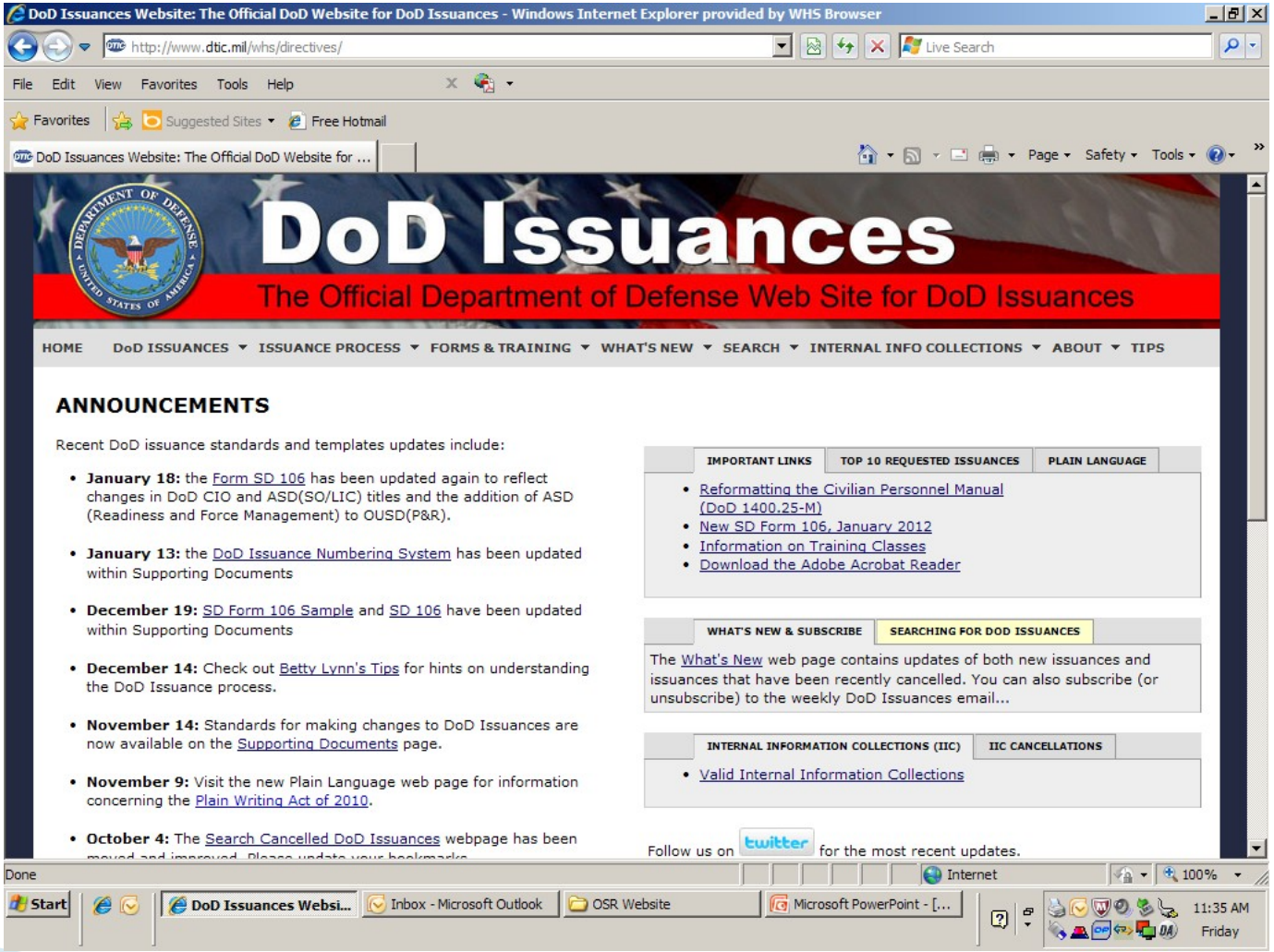
- Hand delivery is also acceptable – deliver directly to OSR at the Pentagon – 2A534 – for expedited service (hard copy preferred – 5 copies)

- Call OSR 24-48 hours after document receipt to obtain a Case Control Number and the Action Officer assigned:
  - Do call when you are concerned about a case suspense
  - Use your judgment when to call the case Action Officer
  - Call the OSR Help Desk for a status check – (703) 614-5001

# Security Review Program
## Expediting the Process
## — FAQ —

- Can I fax in my security review request? YES!!!
  - UNCLAS Fax – (703) 614-4956
  - CLASSIFIED Fax – (703) 614-4966
- What about e-mail? (Classified & Unclassified/FOUO)
  - SECREV: **secrev1@whs.mil**
  - SIPRNET: **ofoisrsr@whs.smil.mil**
  - JWICS: **OfficeofSecurity@osdj.ic.gov**
- Can I call OSD offices to coordinate directly? NO!
  - Please only contact OSR action officers during the SR clearance process to eliminate any confusion

# Need to Reference DoD Guidance?


DoD Issuances Website: The Official DoD Website for DoD Issuances - Windows Internet Explorer provided by WHS Browser
http://www.dtic.mil/whs/directives/
Live Search
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Free Hotmail
DoD Issuances Website: The Official DoD Website for ...
Page Safety Tools
DoD Issuances
The Official Department of Defense Web Site for DoD Issuances
HOME
DoD ISSUANCES
ISSUANCE PROCESS
FORMS & TRAINING
WHAT'S NEW
SEARCH
INTERNAL INFO COLLECTIONS
ABOUT
TIPS
ANNOUNCEMENTS
Recent DoD issuance standards and templates updates include:
January 18: the Form SD 106 has been updated again to reflect changes in DoD CIO and ASD(SO/LIC) titles and the addition of ASD (Readiness and Force Management) to OUSD(P&R).
January 13: the DoD Issuance Numbering System has been updated within Supporting Documents
December 19: SD Form 106 Sample and SD 106 have been updated within Supporting Documents
December 14: Check out Betty Lynn's Tips for hints on understanding the DoD Issuance process.
November 14: Standards for making changes to DoD Issuances are now available on the Supporting Documents page.
November 9: Visit the new Plain Language web page for information concerning the Plain Writing Act of 2010.
October 4: The Search Cancelled DoD Issuances webpage has been
IMPORTANT LINKS
TOP 10 REQUESTED ISSUANCES
PLAIN LANGUAGE
Reformatting the Civilian Personnel Manual (DoD 1400.25-M)
New SD Form 106, January 2012
Information on Training Classes
Download the Adobe Acrobat Reader
WHAT'S NEW & SUBSCRIBE
SEARCHING FOR DOD ISSUANCES
The What's New web page contains updates of both new issuances and issuances that have been recently cancelled. You can also subscribe (or unsubscribe) to the weekly DoD Issuances email...
INTERNAL INFORMATION COLLECTIONS (IIC)
IIC CANCELLATIONS
Valid Internal Information Collections
Follow us on twitter for the most recent updates.
Done
Internet
100%
Start
DoD Issuances Websi...
Inbox - Microsoft Outlook
OSR Website
Microsoft PowerPoint - [...
11:35 AM
Friday

http://www.dtic.mil/whs/directives

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**Washington Headquarters Services**
**(703) 614-5001**